Manitoba

ANNUAL REPORT

1983 - 1984

The Department of Government Services

85-3707/

MANITOBA

MINISTER OF GOVERNMENT SERVICES
WINNIPEG
R3C 0V8

January 3, 1985

Her Honour Pearl McGonigal
Lieutenant-Governor of Manitoba
Room 235 Legislative Building
Winnipeg, Manitoba
R3C 0V8

May It Please Your Honour:

I have the privilege of presenting for the information of Your Honour the Annual Report of the Department of Government Services for the fiscal year ending March 31, 1984.

Respectfully submitted,

A. R. Adam

The Honourable A.R. (Pete) Adam
Minister

MANITOBA

DEPUTY MINISTER OF GOVERNMENT SERVICES
ROOM 141 LEGISLATIVE BUILDING
WINNIPEG
R3C 0V8

January 3, 1985

The Honourable A. R. (Pete) Adam
Minister of Government Services
Room 141 Legislative Building
Winnipeg, Manitoba
R3C 0V8

Mr. Minister:

I hereby submit for your approval the 1983-84 Annual Report of the Department of Government Services.

During 1983-84, the Department accomplished significant results consistent with its mandate of providing support services to the Manitoba Government. Energy conservation initiatives continued with the near completion of fleet vehicle down-sizing and the application of innovative energy-saving techniques in Government buildings. The Department started implementing the Workplace Safety & Health Program in major offices and generally expanded fire and safety upgrading programs at institutional facilities. During the 1983-84 fiscal year, the Department was involved in a number of major land acquisition projects including the acquisition of land for the North Portage Development Corp. The Emergency Measures Organization continued to assist local governments by developing emergency plans and response capabilities, as well as conducting numerous training courses with municipal councils and public interest groups.

Other Departmental initiatives included the development of a new rent calculation formula and recovery mechanism for the Employee Housing Program, the revision of the Legislative Building Tour Guide Script, and the recruitment of an Affirmative Action Co-ordinator.

Similar to the past few fiscal years, improved financial management was achieved through tightening of administrative and budgetary procedures. The Internal Audit Program was further developed and conversions from manual to automated systems continued. For example, the requirements for the Purchasing Branch Information System were defined and programming was completed for the Commitment Accounting System in the Field Services Division.

We look forward to continuing our efforts in providing better and more economical service to our client departments.

Respectfully submitted,

J. W. E. Brako
Deputy Minister

Table of Contents

	Page
Minister's Letter of Transmittal	i
Deputy Minister's Transmittal	iii
Table of Contents	v
List of Figures	v
Preface	1
Mandate	1
Organization	1
Central Administration Division	6
Administration Branch	6
Budget Coordination & Internal Audit Branch	6
Personnel Services Branch	6
Management Support Services Branch	7
Emergency Measures Organization	8
Supply & Services Division	9
Central Vehicle Services Branch	9
Purchasing Branch	10
Supply Services Branch	12
Project Services Division	14
Land Acquisition Branch	14
Design Services Branch	14
Project Management Branch	15
Field Services Division	18
Physical Plant Branch	18
Administrative Services Branch	19
Support Services Branch	20
Construction Services Branch	21
Gimli Industrial Park	21
Appendices	
Appendix "A" — Land Value Appraisal Commission Annual Report	23
Appendix "B" — Projects Tendered	24
Appendix "C" — Service Contracts Tendered	31
Appendix "D" — Gimli Industrial Park Tenants	34

List of Figures

	Page
Figure #1 — Organization Chart	3
Figure #2 — District Service Map	4
Figure #3 — Expenditure & Recovery Summary	5
Figure #4 — Fleet Vehicles By Type	10
Figure #5 — Purchasing Activity By Type Of Acquisition	11
Figure #6 — Purchasing Activity On Behalf Of Departments	12
Figure #7 — Lease Accommodation On Behalf Of Departments	16
Figure #8 — Acquisition/Construction On Behalf Of Departments	17
Figure #9 — Fee Payments To Building Construction Consultants	17
Figure #10 — Payments To Construction Contractors	18
Figure #11 — Energy Consumption Chart	19
Figure #12 — Service Contract Expenditures	21

Preface

Mandate

The Department of Government Services is charged with responsibility for providing a wide range of central support services to Government programs. Services fall under the general categories of central services, supply services, and property services. The Department operates and delivers services under authority of the following Acts of the Consolidated Statutes of Manitoba:

The Emergency Measures Act E80
The Expropriation Act E190
The Government House Act G80
The Government Purchases Act G90
The Land Acquisition Act L40
The Public Works Act P300.

In addition, policies specific to Departmental programs are documented in the General Manual of Administration and various Government Services manuals, catalogues and publications.

Government Services acts as a central service agency within Government. The Department consults clients as to their needs and expectations and provides services according to policies and standards approved by Cabinet or Treasury Board. Government Services acts in an advisory capacity to Cabinet and Treasury Board in the development of policies and standards required to provide efficient and effective service. Once approved, departments are held accountable for adhering to these policies and standards. In turn, Government Services is held accountable for providing a quality service to client departments within given fiscal constraints and policy standards.

Organization

During 1983-84, the Department of Government Services continued to review its organizational structure in order to improve its planning capabilities and operating performance. In summary, the following organizational changes were made during the past fiscal year.

- Administrative Co-ordination Section of the Support Services Branch became the Administrative Services Branch and reports directly to the Executive Director of Field Services.
- The responsibility for managing lease contracts was transferred from Space Planning and Property Acquisition to a new program within Field Services, Leased Accommodation.

The resulting Departmental structure is depicted in Figure #1. It calls for a clear definition of Divisional objectives and accountability at each level of program delivery. The intent is to provide the functional organization and senior management strength required to direct the Department's resources in assuming full responsibility for providing departments with support services. The role, responsibilities, and year-end staffing of the four Divisions are outlined in the following information.

- Central Administration Division: has a staffing complement of 63 SY's and is responsible for providing centralized administrative services in support of the Department's programs. These include general administration, accounting, financial management, budget co-ordination, internal audit, payroll and budget administration, human resources management, recruitment, training and development, affirmative action, management planning, program evaluation, policy analysis, communications co-ordination, and systems development. In addition, the Division is responsible for co-ordinating Government activities during major civil emergencies.
- Supply & Services Division: has a staff complement of 179.36 SY's and is responsible for providing centralized supply services in support of Government programs. These include Government fleet vehicles, purchasing, materials management, office equipment, telecommunications, and postal services.
- Project Services Division: has a staffing complement of 115.26 SY's and is responsible for planning, designing, and co-ordinating building construction and for acquiring leased space in support of Government programs. In addition, the Division provides real property appraisal, acquisition, and disposal.
- Field Services Division: has a staffing complement of 830.16 SY's and is responsible for providing administration and decentralized services related to the ongoing operation and maintenance of Government-owned or occupied real property. These include renovations, construction, grounds, security, parking, employee housing, lease management, contracted services, energy management, and safety. Most of these services are delivered on a district basis according to the map portrayed in Figure #2. Management of the Gimli Industrial Park also comes under the jurisdiction of this Division.

In addition to the four Divisions, there are two independent bodies, the Land Value Appraisal Commission and the Manitoba Disaster Assistance Board, which report directly to the Minister. Their role, responsibilities, and year-end staffing are described in the following information.

- Land Value Appraisal Commission: has six members with a supporting staff complement of two SY's. The Commission determines and certifies due compensation for the acquisition of land by any designated authority with the power of expropriation. A Commission hearing can be initiated by the acquiring authority or landowner. Commission decisions are binding on the acquiring authority, but not on the landowner, who can take the matter to the Court of Queen's Bench. In compliance with Section 13 of The Land Acquisition Act, a report on applications and matters dealt with during the 1983-84 fiscal year is provided by the Chairman in Appendix "A".

- Manitoba Disaster Assistance Board: has three members supported by part-time staffing. It is responsible for: communicating Government policy on disaster assistance; making decisions concerning payments in response to disaster assistance claims; and investigating and reporting to the Minister on matters related to disaster assistance. The Board provides a readily activated mechanism for dealing with damage-related matters referred to it as a result of natural or human-made disasters.

A comparative summary of the Department's program expenditures and recoveries for fiscal years 1982-83 and 1983-84 is depicted in Figure #3.

Figure #1

As at March 31, 1984

Organization Chart

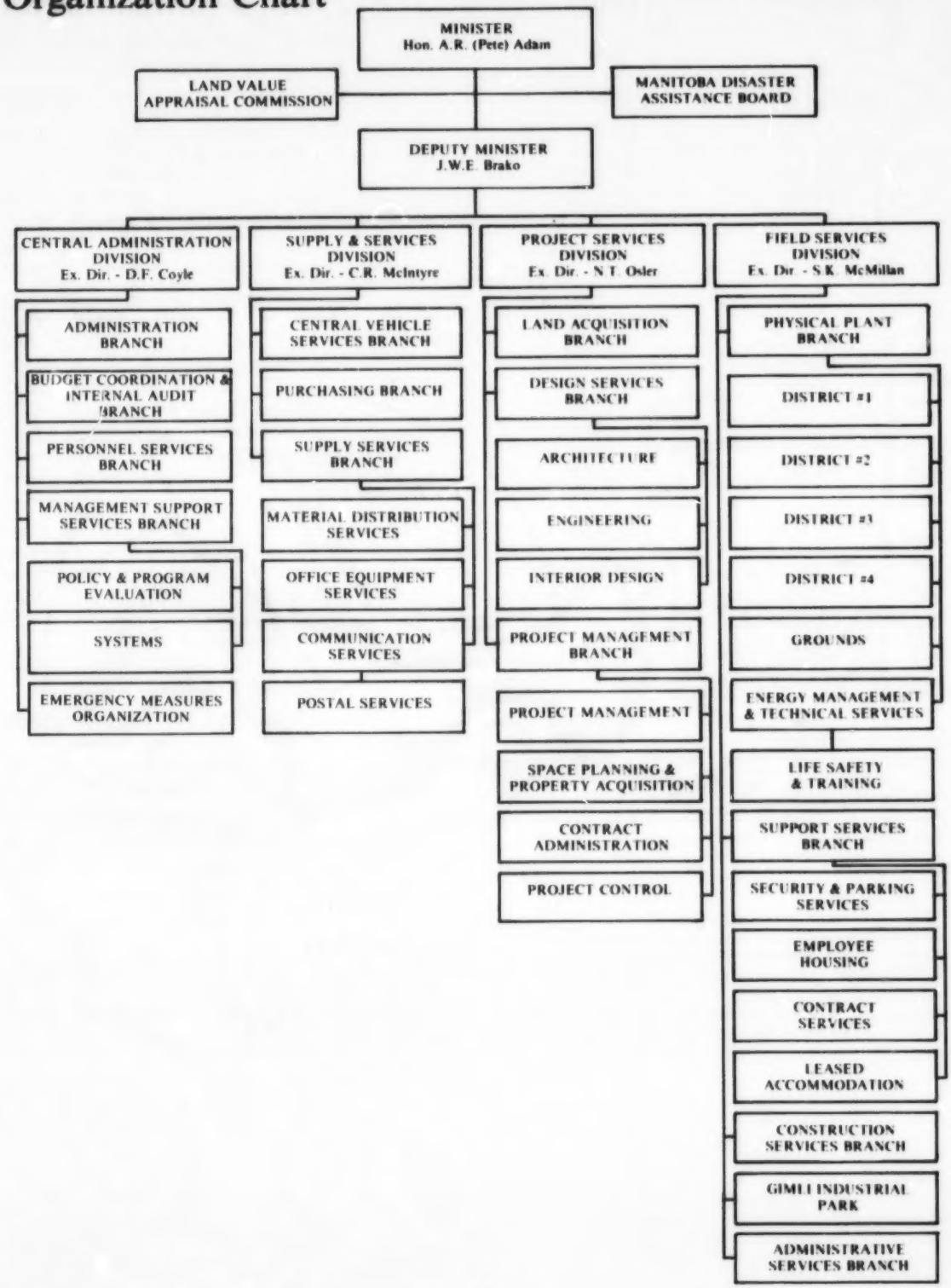
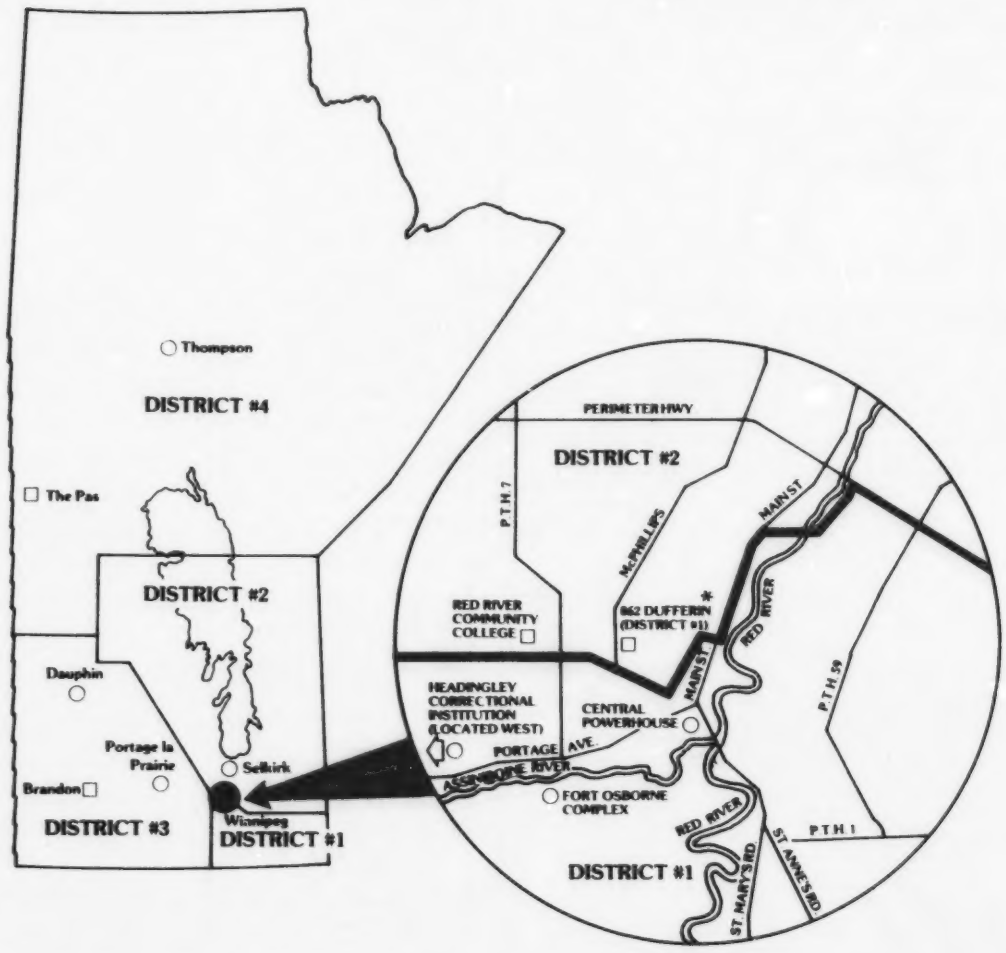


Figure #2

District Service Map



* Although located in District #2, the office at 862 Dufferin is the District #1 Headquarters.

LEGEND

- District Office
- Zone Office (Represents Locations of Government Services Maintenance Operations).
- Winnipeg Area included in above circular map.
- District Boundary.

Figure #3

Expenditure and Recovery Summary

for the fiscal year ended March 31, 1984
(with comparative figures for the previous fiscal year)

Program		1983-84($000)		1982-83($000)	
08-1A	Minister/Deputy Minister	19.4		11.9	
08-1B	Executive Administration	280.4		213.2	
08-1C	Administration	657.0		581.2	
08-1D	Management Support Services	421.3		362.9	
08-1E	Emergency Measures Organization	455.0		395.6	
08-1F	Personnel/Payroll	369.3		261.6	
08-1	TOTAL (Central Administration)		2,202.4		1,831.8
08-2A	Executive Administration	321.1		225.2	
08-2B	Physical Plant	22,748.8		20,701.9	
08-2C	Construction Services	1,300.9		1,162.0	
08-2D	Leased Accommodations	10,436.8		8,949.2	
08-2E	Employee Housing	341.5		360.7	
08-2F	Security & Parking Services	2,148.1		1,849.1	
08-2G	Gimli Industrial Park	1,891.9		1,896.7	
08-2H	Furniture & Furnishings	71.3		89.3	
08-2J	Energy Management & Technical Services	367.7		341.9	
08-2	TOTAL (Field Services)		39,628.2		35,576.0
08-3A	Executive Administration	147.2		137.4	
08-3B	Central Vehicle Services	(.5)		3,509.6	
08-3C	Office Equipment Services	49.7		54.7	
08-3D	Purchasing	984.9		827.9	
08-3E	Material Distribution Services	698.7		1,007.3	
08-3F	Communication Services	1,178.2		1,605.6	
08-3G	Postal Services	4,218.1		3,796.9	
08-3	TOTAL (Supply & Services)		7,276.3		10,939.4
08-4A	Executive Administration	83.6		78.2	
08-4B	Design Services	1,872.3		1,395.0	
08-4C	Project Management	532.8		753.1	
08-4D	Planning Branch	*			
08-4E	Land Acquisition	80.2		215.5	
08-4	TOTAL (Project Services)		2,568.8		2,441.8
08-5	Land Value Appraisal Commission		30.9		28.7
08-6	Acquisition/Construction of Physical Assets		24,301.1		14,146.7
08	DEPARTMENT TOTAL		76,007.8		64,959.0

*In 1983-84 a Planning Branch was formed as a distinctive unit apart from Design Services. As it did not become operational, its intended expenditures are included under Design Services.

NOTE: All figures are net actual expenditures which have been rounded to the nearest $100; exact figures and further breakdown can be obtained from The Public Accounts 1982-83 and 1983-84.

Central Administration Division

The Central Administration Division provides administrative support services to the Department and planning, training, and co-ordination for civil emergencies within the Province. The Division consists of five Branches — Administration, Budget Coordination & Internal Audit, Personnel Services, Management Support Services, and the Emergency Measures Organization. The accountabilities, accomplishments, and initiatives of each Branch in 1983-84 follow.

Administration Branch

The Administration Branch is responsible for providing central accounting, financial information, vehicle co-ordination, and other administrative services to Departmental programs and management. The Branch processes accounts payable and receivable and administers the revenue collection and deposit system for the Department. During the fiscal year, 2,321 billing transactions and 36,183 payment vouchers were processed.

Budget Coordination & Internal Audit Branch

One of the major responsibilities of this Branch during 1983-84, was its participation in all phases of the 1983-84 Estimates process. This included the issuing of the Estimate Guidelines and Instructions for the Department, assisting Branches in the completion of the numerous budget forms, co-ordinating and compiling the Departmental Program Budget requests for review by the Executive and preparing the Detailed Estimates for submission to the Department of Finance. The Branch must ensure the Estimates process is timely, accurate and that a system exists within the Department for making budget decisions and for communicating these decisions to all parties concerned.

Monitoring of expenditures and revenues is part of the Estimates process. Therefore, the Branch ensures that systems are in place to keep management informed of the current status of its financial requirements. One method utilized is the preparation and analysis of the Quarterly Forecast of Expenditure and Revenues. This status report provides the Executive of the Department and the Department of Finance with an update of the anticipated financial requirements of the programs — taking into account the changing environment in which the programs operate. Another monitoring tool is the Monthly Status Report issued to the Executive of the Department. This report compares actual expenditures against estimated expenditures on a monthly and yearly basis. Through early identification of unfavourable variances, solutions can be identified and implemented to counter unfavourable trends. Variance analysis and the explanation of both favourable and unfavourable trends is another responsibility of this Branch in monitoring the budget.

A second major responsibility of this Branch is the development of the Internal Audit Program within the Department of Government Services. During 1983-84, the Branch continued to separate the functions of Internal Audit and Budget Co-ordination through the recruitment of a Budget Co-ordinator.

The new organization was set up to enable the Internal Audit function to report to the Deputy Minister of Government Services through an Audit committee while the Budget Co-ordinator reports to the Director of Administration.

During the year, the Branch continued to develop its Internal Audit mandate and policy statement which will be published in the Department's Administrative Services Manual. This mandate and policy statement will outline the role, scope, and authority of the Internal Audit Branch within the Department. Issuance of this statement is planned for early 1984-85. The Branch also participated with the Department of Finance in recruiting additional staff for the Internal Audit function.

Personnel Services Branch

The Personnel Services Branch is responsible for providing the payroll and benefits administration and human resource management services to the Department. These services include recruitment, affirmative action, human resource planning and development, career counselling, position classification and staff relations.

During the year, 94 formal competitions were conducted. To control the number of competitions, the Staffing Section extensively utilized eligibility lists resulting in multiple appointments from many of these competitions. In addition, this Section hired 108 term employees, co-ordinated 234 term employee extensions and appointed 13 persons through Departmental recommendations. Under the auspices of the Core Area Initiative Program, 138 core residents were interviewed and 14 were selected for either permanent or temporary entry level positions. During the summer months, staff co-ordinated the placement of 36 students under the Student Temporary Employment Program for a total of 452 weeks. An additional 10 students were hired directly by the Department. This Section also

reviewed and obtained 49 reclassifications and classified four new positions. Several minor branch re-organizations were co-ordinated and all applicable job descriptions reviewed and analyzed. In addition, a process for updating organization charts for the Department was introduced.

The newly recruited Affirmative Action Co-ordinator began developing plans for the Affirmative Action Program including the establishment of a statistical base and a Departmental Affirmative Action Committee. As well, target group inventory files were created. Other achievements included the introduction of an informal exit interview policy and co-ordinated work experience placements. This Program resulted in 252 placements for a total of 451 weeks of employment.

The Training and Human Resource Planning Section was very active in 1983-84 — its second year of operation. A computerized training needs survey was conducted to assess the training requirements of 155 managers and supervisory staff. This survey provided the basis for Departmental training programs. To complement these data, a training information system was introduced which consists of information on the educational background, work experience, and any specific training of each employee in the Department. This information is updated on a continuing basis. Training needs are identified either through the formalized performance appraisal process or by specific managerial direction.

During 1983-84, four hundred and ten Departmental employees participated in in-house training courses. Of the 28 courses offered most were either developed internally or developed by modifying existing courses. This Section also modified and administered the Departmental Performance Appraisal Program. This resulted in a higher return rate and promoted greater quality in the complete appraisal forms. New initiatives undertaken included: the production of a video Departmental overview for use in the Employee Orientation Program; delivery of in-house seminars in co-operation with the Superannuation Board; and further design and delivery of appropriate training and development policies and courses.

The Pay and Benefits Section reviewed and updated internal systems verifying each employee's sick leave and vacation records for computerization. Employment histories were reviewed and updated to ensure proper employee benefit coverage. This process will be completed in 1984-85. An automated system to record position vacancies was established. A computerized Departmental personnel system was also established to record attendance reports, employment related benefits, and salary information. It is anticipated that this system will be 75% operational by the end of 1984-85. In the area of Staff Relations, there was an increase in enquiries regarding contract interpretations and a need to resolve labour relations issues.

Management Support Services Branch

The Management Support Services Branch provides management consulting services in support of Departmental planning, program, policy, communications and systems initiatives. The Branch consists of two distinct, yet integrated Sections — Policy & Program Evaluation and Systems. The activities of these Sections are co-ordinated under the direction of the Branch Manager, who also functions as a consultant to the Deputy Minister and Executive Directors with respect to program development and management planning.

Policy & Program Evaluation

The Policy & Program Evaluation Section is accountable for supporting the Department's policy analysis, program evaluation and communications functions. This involves: conducting program, legislation, and policy reviews, as prioritized by executive management; and advising and submitting recommendations on the most appropriate alternatives. Reviews are aimed at examining program or service performance and alternative ways of delivering programs to better meet the needs of client departments. The intent is also to ensure the consistency of proposed policy with Departmental and Government objectives and to promote timely and effective policy-making and program development in the Department. This role includes responsibility for communicating Departmental goals, activities, policies and procedures within Government Services, to client departments, and to the general public. This is achieved by co-ordinating various manuals, publications, client relations and public information programs.

During 1983-84, Policy & Program Evaluation was involved in the following project activities:

- conducting an initial set of seminars for Departmental management to orient them to the Management By Results planning system;
- further development of procedures for the Client Services Manual to provide Government Services clientele with an easy-to-follow guide on what services are available, who to contact, and how to access these services;

- updating of the Administrative Services Manual to provide Government Services staff with a reference to the internal administration of the Department;
- planning, preparation, and distribution of the 1982-83 Annual Report;
- co-ordinating the preparation of the Session Book for the 1984-85 Estimates;
- development of a new rent calculation formula, rent recovery mechanism and eligibility criteria for the Employee Housing Program;
- a review of the workloads and procedures within Communication Services aimed at increasing efficiency and effectiveness;
- review and revision of the legislative tour guide script; and
- investigation of the lease-purchase method for financing office accommodation.

In addition to these projects, Policy & Program Evaluation co-ordinated the internal Policy Planning & Review Committee. The Committee consists of management representatives from each Division and is accountable to the Executive Committee for planning various policy media and for reviewing new or revised policies.

Systems

The Systems Section is responsible for co-ordinating and planning systems development in support of Departmental management's efforts to meet program objectives. This involves conducting systems feasibility studies and developing, implementing, and maintaining both manual and automated information systems. The Section ensures the efficient utilization of existing systems resources, the compatibility of data processing needs, and the accuracy and timeliness of management information systems.

The Systems Section was involved in the following project activities during 1983-84:

- completed the definition of requirements and alternative study for the Purchasing Branch Information System;
- completed programming of the Commitment Accounting System for the Field Services Division;
- completed phase one of the Personnel Attendance Tracking System;
- implemented the Builders Lein Act System; and
- provided system maintenance to the following:
  1) Central Vehicle Services Branch — Fleet Management System;
  2) Communication Services — Telephone Directory System; and
  3) Space Planning & Property Acquisition — Space Inventory System.

In addition to these projects, the Systems Section co-ordinated the internal Systems Planning Committee. The Committee consists of management representatives from each Division and is accountable to the Executive Committee for preparing and monitoring the annual Departmental System Plan.

Emergency Measures Organization

The Emergency Measures Organization (E.M.O.) provides overall Provincial planning, training, and co-ordination for the safety and survival of citizens and the protection of property in disasters and emergencies. E.M.O. works closely with all levels of government and private volunteer agencies to co-ordinate effective emergency preparedness and response. This mandate is carried out through a head office in Winnipeg and regional offices in Portage la Prairie, Brandon, and Thompson.

E.M.O. personnel assist local governments in developing emergency plans and response capabilities. In 1983-84, 662 visits to communities were made — an increase of 51% over last year. E.M.O. staff assisted in developing 19 first-time emergency plans, reviewing and updating 29 existing emergency plans, and planning and evaluating 10 emergency exercises. Of the 202 municipalities within Manitoba, 48 have completed emergency plans. Twenty-five of the 50 Northern Affairs communities have completed emergency plans. At year end, 21 other municipalities were in various stages of emergency planning, and 20 Northern Affairs communities were showing interest in emergency planning.

Upon approval of the Lieutenant-Governor-in-Council, E.M.O. published and distributed the Manitoba Emergency Plan. With the assistance of the Provincial Interdepartmental Emergency Preparedness Committee, E.M.O. conducted a study respecting the conversion of the CL 215 water bombers for the aerial application of insecticides. The study concluded that due to technical restrictions, cost factors, and environmental considerations, the CL 215 water bomber was not a suitable aircraft for the application of insecticide. In addition, E.M.O. began drafting revisions to the Emergency

Measures Act to place greater emphasis on peacetime emergencies while maintaining the necessary powers in the event of war or other national emergencies. E.M.O. also prepared a draft Emergency Planning Guideline for use by schools and school divisions.

As part of its Training/Education Program, E.M.O. gave numerous lecture presentations to municipal councils and public interest groups, and conducted municipal seminars on a variety of emergency preparedness subjects. In conjunction with the Manitoba Disaster Assistance Board, E.M.O. conducted 15 presentations throughout rural Manitoba on the Manitoba Emergency Plan and the proposed Disaster Financial Assistance Policy.

In co-operation with other Provincial Government departments, municipal services, and private organizations, E.M.O. assisted 10 communities in planning and conducting community emergency response exercises. The participating communities were St. Andrews, Birtle, Brandon, Rossburn, Ste. Rose, Dauphin, Flin Flon, Winnipegosis, Nelson House, and Wabowden. E.M.O. also co-ordinated the attendance of Manitobans on emergency preparedness courses at the Federal Study Centre in Arnprior, Ontario. Of the 128 who attended these courses, 74 were directly sponsored by E.M.O.

Forty-one incidents were reported to E.M.O. through its 24-hour emergency and regular telephone service. Major incidents requiring E.M.O.'s emergency co-ordinating activities included:

- spring floods along the Swan, Woody, Duck and Mossey rivers;
- a serious threat of Western Equine Encephalitis, requiring an extensive emergency response and the operation of a Provincial information centre — total expenditures of $2.9 million were incurred with an estimated $900,000. recoverable from the Government of Canada;
- forest fire threats in Eastern Manitoba involving the communities of Little Grand Rapids and Paungassi; and
- hosting 395 evacuees whose community at the Grassy Narrows Indian Reserve in Ontario was threatened by fire; the expenditure was approximately $300,000. with $152,000. recovered from the Government of Canada.

E.M.O. has also actively participated in the Joint Emergency Planning Program (J.E.P.P.). Through J.E.P.P., the Federal Government provides financial contributions to assist provinces in meeting the costs of projects aimed at enhancing national emergency response capability. In 1983-84, E.M.O. successfully negotiated with Emergency Planning Canada projects totalling $716,899. Of this amount, the Federal share was $324,312., the Province's $392,587. This shared funding agreement has enhanced the Province's emergency preparedness capability. In addition, E.M.O. successfully obtained Federal participation under the Disaster Financial Assistance arrangements (D.F.A.) for: (1) the spring floods in the Dauphin-Swan River area; and (2) the Western Equine Encephalitis health emergency concerning spraying costs and compensation to the apiary industry.

Supply & Services Division

The Supply & Services Division provides supply and related services to all Departments and certain Boards and Commissions. The Division consists of three Branches — Central Vehicle Services, Purchasing, and Supply Services. The accountabilities, accomplishments, and initiatives of each Branch in 1983-84 follow.

Central Vehicle Services Branch

The Central Vehicle Services Branch, located in the Central Provincial Garage, provides central services for the provision of:

- fleet vehicles in support of departments' and agencies' program requirements;
- financial accounting and management information on the fleet's operation;
- a portion of the total fleet maintenance requirements through the operation of the Central Provincial Garage;
- licensing and insurance requirements for fleet vehicles;
- advice to client departments respecting equipment most suited to their needs; and
- costing information to client departments enabling them to make decisions regarding their transportation costs.

The Branch is responsible for the administration of 2,513 vehicles. The fleet is operated on a self-sustaining basis and is cost-recovered through distance rates charged to client departments. The rate differs according to the vehicle type and the department's operating cost. The total distance driven by all fleet vehicles for the year was 75,169,756 kilometers, an average of 29,912 kilometers per vehicle. This total distance represents a 2.7% increase over 1982-83.

The Fleet Management Information System provides cost data on each vehicle unit and the data base for establishing vehicle use rates by Department. With the readily available information, individual rates are calculated each year and charged to the client department. The new rate is based on the average actual cost for vehicle types by department during the previous year. In 1984-85, a depreciation factor will also be included. The current system enables the Branch to calculate user charges reflective of the actual costs of operating each vehicle. In addition, the system provides client departments with regular reports on vehicle cost and utilization. These data assist departmental managers in better managing their vehicle assignments and in controlling their vehicle transportation costs.

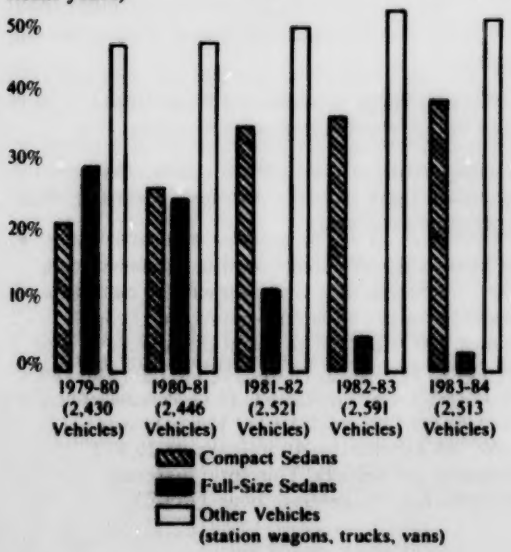
Figure #4 depicts the increased proportion of compact sedans in the vehicle fleet. To reduce fuel consumption, the Branch has increased the proportion of compacts by acquiring the smallest and most economic vehicle for the job.

Down-sizing of sedans was almost completed. The Branch has commenced down-sizing light trucks and vans. In particular, the versatility of compact vans has provided a further opportunity for expanded use of lower cost fuel-efficient vehicles in the fleet. Departments have been asked to consider compact half-ton trucks and vans in the replacement program. Compact vans are being selected as replacements for some full-size vans, station wagons, and where carrying capacity is not sufficient in compact sedans.

Figure #4

Fleet Vehicles By Type

for the fiscal year ended March 31, 1984
(with comparative figures for the four previous fiscal years)



Purchasing Branch

The Purchasing Branch is the central agency for the commercial acquisition of goods and services for departments, and certain boards, commissions and agencies. Its responsibilities include: maintaining an impartial competitive bid system; developing and maintaining lists of potential supply sources; developing product standards and specifications; identifying and cataloguing material; contract expediting; bid evaluation; and consolidating requirements. Branch objectives are: (1) to provide client departments with an effective level of service when negotiating purchasing contracts; (2) to ensure that each purchasing contract represents a fair and reasonable cost to the Government; (3) to ensure that all qualified suppliers are afforded an opportunity to compete for Provincial Government business; (4) to ensure that Government policy with respect to procurement of goods and services is followed; (5) to provide information and advice to enable the Government to make purchasing policy decisions; and (6) to maintain a data base of standard product descriptions and stock code numbers for use by client departments to control and replenish inventory store items.

The Purchasing Branch is divided into four operational components: a purchasing team responsible for acquiring a wide variety of commodities; a contracting officer responsible for assisting client departments in preparing and issuing service-related contracts; a standards group providing clients with specification and material identification services; and a support group providing required data processing, recordkeeping and typing services. A satellite operation consisting of a buyer and a clerk also provides Material Distribution Services with purchasing expertise.

During 1983-84, the Purchasing Branch proposed 13,000 requisitions containing 76,000 line items of goods and services, and issued 20,000 purchase documents valued at approximately $92.8 million. An additional 45,000 field orders valued at $9.2 million were monitored by the Branch.

The following events highlighted 1983-84:

- Effective April 1, 1983, a Buy Manitoba Program was implemented. Client departments were advised through a Purchasing Bulletin and informational meetings, chaired jointly by Corporate and Economic Development Department of Crown Investments, and the Purchasing Branch. At year end, 118 orders had been considered under the Program.

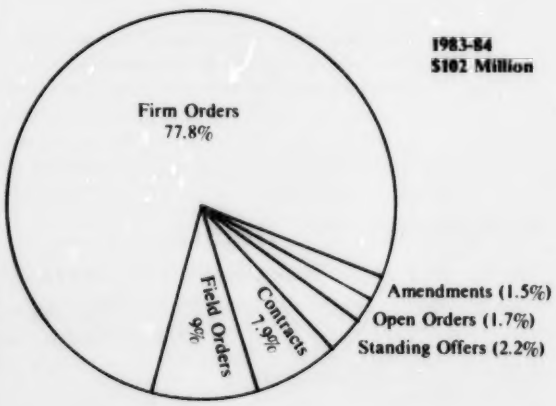
- A Common Material Identification System became operational at the beginning of 1983-84. The system is designed to provide a central product identification service to support control of all Government accountable assets as well as Departmental consumable inventory systems. Approximately 15,000 items had been keyed into the system at year end. Projects completed include:
  - — Department of Highways (aircraft, mechanical and radio);
  - — Department of Government Services Furniture;
  - — Material Distribution Services Inventory (construction, electrical and plumbing); and
  - — Standing Offers and fasteners and drugs.
- Purchasing Agents visited remote communities of the Province in conjunction with the construction of fire fighting facilities by the Department of Northern Affairs.
- Seminars were presented to Department of Natural Resources personnel in various Manitoba locations concerning Direct Purchase Order policy and procedures, as well as "How to do Business with the Purchasing Branch".
- Service type contracts such as Courier Services, Environmental Impact Study, and Credit Card Discount were designed for several departments.
- A committee, under the chairmanship of the Director of the Purchasing Branch, was established to review tendering practices within the Department of Government Services.
- The Purchasing Branch's "Emergency Response Plan" was drafted.
- A reciprocal tax agreement between the Federal Government and the Manitoba Government, whereby each is to pay the others' sales tax, became effective April 1, 1983. The Purchasing Branch assisted the Department of Finance in providing details to all affected client departments.
- New objectives were identified and developed, namely:
  - to continue with the implementation of an automated purchasing system;
  - to develop and implement a product quality assurance program;
  - to finalize internal purchasing policies and procedures related to the public procurement process;
  - to develop a formal "purchasing process" seminar package in conjunction with the "Client Services Manual" for presentation to client departments, and to conduct a minimum of five related seminars;
  - to reduce expenditures as recommended in the 1984-85 estimates prepared guidelines; and
  - to actively pursue new potential supply sources with special emphasis on those operating in rural Manitoba.

Purchasing activity in 1983-84 is portrayed graphically in Figures #5 and #6.

Figure #5

Purchasing Activity By Type Of Acquisition

for the fiscal year ended March 31, 1984



DEFINITIONS:

Firm Orders
— purchases resulting from regular requisitions (PS-f-21) forwarded to the Purchasing Branch for tender and award of purchase orders.

Field Orders
— purchases resulting from Direct Purchase Orders placed in the field by various departments.

Open Orders
— standing agreements negotiated by the Purchasing Branch that enable specific departments to call up supply items as needed.

Standing Offers
— agreements issued by the Purchasing Branch based on forecasted annual Government-wide requirements for specific commodities; these agreements enable the release of goods on an as required basis.

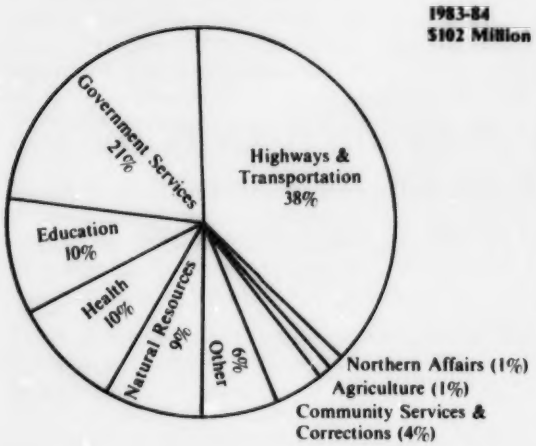
Amendments
— change orders.

Contracts
— formal supply agreements involving complex requirements.

Figure #6

Purchasing Activity On Behalf Of Departments

for the fiscal year ended March 31, 1984



Supply Services Branch

The Supply Services Branch provides departments with centralized supply and support services involving warehousing, materials supply for commonly required commodities, office equipment, telecommunications, and postal services. The Branch consists of four Sections — Material Distribution Services, Office Equipment Services, Communication Services, and Postal Services.

Material Distribution Services

Material Distribution Services stocks and supplies a number of common-use items such as furniture, janitorial supplies and clothing in support of all departments. In addition, the Section provides material support services for Government Services maintenance and construction programs.

Transportation support consists of delivering commodity items and relocating office furniture and furnishings for authorized departmental moves. Other material support services available to all departments are the disposal and redistribution between departments of surplus material assets and the provision of storage space for the short and long-term storage of material and equipment. In addition, consulting services are provided involving warehouse and storage room layouts; selection of material handling aids, including library and storage shelving; maintenance of inventory control records; disposal of material by tender or auction; and the movement of equipment and material.

During 1983-84, Material Distribution Services continued to use a modified Economic Order Quantity system to balance inventory ordering and holding costs and to ensure more economical stocking levels. The same-day fill rate of stocked items increased to 92% from 90% the previous year. An inventory turnover ratio of over three to one was maintained. In 1983-84 the requirement for departments to order clothing on a semi-annual basis ceased. Clothing now may be ordered at any time and stock inventory has been upgraded to ensure faster deliveries. For example, a local tailor was contracted for custom work allowing special uniform sizes to be supplied within thirty days. In the past, delivery time ranged from several months to over a year.

Twelve departments were provided with short and long-term storage services and are now utilizing 10,000 square feet of storage space. This service also includes the maintenance of inventory. Storage services were also provided to Government Services on a regular basis for advance orders. This procedure allowed for greater efficiency in meeting pre-determined moving requirements. In 1983-84, Material Distribution Services was involved in 332 office moves (both project and non-project), as compared with 312 in the previous year.

The Section arranged for the sale of both surplus fleet vehicles and other surplus assets from client departments. These sales realized $614,000. in general revenue. In addition, school buses were sold on behalf of the Public Schools Finance Board for $81,600. while $183,600. was credited to other revenue accounts. Material Distribution Services also arranged for the interdepartmental redistribution of surplus material assets with a replacement value of $352,700. Other items, including surplus obsolete furniture, with an estimated value of $25,000., were donated to 63 non-profit organizations.

Office Equipment Services

Office Equipment Services is responsible for supplying and servicing office equipment and machines used by Government. Machines are categorized into classes and rented at a monthly rate which includes all replacement, maintenance, and overhead costs. As of March 31, 1984, the inventory of office machines was 14,900 pieces, consisting of adders, calculators, multipliers,

dictators, transcribers, tape recorders, and typewriters. In addition, audio-visual equipment not associated with the rental program, such as overhead projectors, transparency makers, and movie projectors, is available for training purposes on short-term loan to client departments.

The "Standing Offer" concept of awarding contracts to all copier vendors meeting the Manitoba Government's terms and conditions, generally resulted in a reduction in per copy cost — particularly on one and two year rental contracts. The prime objective was to provide departments with appropriate copiers, based on their requirements, at a minimum cost.

Machine servicing and repair were carried out by seven Office Equipment Services machine technicians and through contractual arrangements with the private sector. During 1983-84, Office Equipment Services arranged service on: 4,096 commercial contract repair calls; 4,740 "in-house" repair calls; 3,245 "in-house" shop repairs; and 1,276 preventative maintenance calls. Office Equipment Services continued to facilitate equipment standardization to achieve economies of scale — especially in the initial bulk purchase of machines and subsequent bulk purchasing of maintenance and service.

Office Equipment Services provides consultative services on machine evaluation and selection, as well as on removal and re-assignment of surplus rental equipment. The Section also evaluates and makes recommendations to Treasury Board on new office machines within the rental program. In 1983-84, electronic typewriters were increasingly used in typing stations where high productivity is required. Electronic typewriters have advanced features such as automatic centering, carrier return, column layouts, proportional spacing, one-line display, removable storage, and unlimited editing.

Communication Services

Communication Services is responsible for the centralized management of telecommunications within the Government of Manitoba. Responsibilities include co-ordinating requisitions for the installation, relocation and removal of telecommunications services, evaluating requirements, providing technical support, maintaining service standards, and managing long-distance telephone service.

Communication Services performs a variety of activities to ensure clients receive an acceptable standard of service. Activities include: negotiating on behalf of client departments for supply and service requirements with the Manitoba Telephone System (M.T.S.) and with other related telecommunication suppliers; arranging schedules for service dates; and subscribing to centralized volume purchasing of toll network services, such as Wide Area Telephone Service (W.A.T.S.). The Section also analyzes and evaluates long-distance facilities to ensure their effectiveness and efficiency and recommends how these services may be improved.

During 1983-84, Communication Services issued 1,584 supply orders in response to requests for telecommunication service. In addition, 635 on-site visits were made to review and analyze telecommunication system requirements. The total W.A.T.S. expenditure was $719,200. The use of this service rather than Direct Distance Dialing saved the Manitoba Government in excess of $327,500. The new telephone system, made available to Communication Services and program managers, provided computer generated information on W.A.T.S. and long distance telephone usage. This information enabled Government Services to recover expenditures from departmental programs.

Government of Manitoba telephone operators on the Winnipeg central and rural switchboards provided services to the public related to directory listings and various Government programs. They also handled In-W.A.T.S. calls and extended them to members of the Legislative Assembly or to Government programs subscribing to the In-W.A.T.S. service. In all, Government telephone operators handled some 1,000,000 calls, 30,600 receptions, and 9,800 messages.

In addition, Communications Services provides centralized facilities for the transmission and receipt of message communications by T.W.X., telex, and telecopiers. During 1983-84, a total of 654 T.W.X., 2,425 telex, and 1,873 telecopier messages were sent and received. In addition, Communication Services coordinates all requests for "Hello Central" and "Envoy 100" services for the Government of Manitoba. As of January 1984, there were 24 users of the "Hello Central" service and 37 users of the "Envoy 100" services in the Government.

Postal Services

Postal Services is responsible for the centralized distribution of Government mail. Postal Services staff are located at 200 Vaughan Street, the central mail facility of the Government, and at other major Government buildings in Winnipeg and throughout the Province. Services include sorting, weighing, metering, and pick-up and delivery of Provincial Government mail in Winnipeg.

During 1983-84, Postal Services sorted and distributed 2.6 million pieces of interdepartmental

mail in Winnipeg. The average pick-up and delivery cost for each piece was 4.0¢. If the Canada Post Corporation had provided this service, the average cost to the Province would have been 42.2¢. The total postal expenditure incurred by the Department of Government Services on behalf of departments for Canada Post mail was $3,625,000, a 10.8% increase over the previous fiscal year.

Postal Services provides consulting services to Government departments on mail preparation and handling to ensure that mail is processed, received, and dispatched according to Government of Canada postal regulations. Postal Services develops and evaluates mail handling requirements for various Government programs. The Section is also responsible for the acquisition and maintenance of related postal equipment.

Project Services Division

The Project Services Division provides planning, project management, acquisition, and design expertise in support of the Department's property management services. The Division consists of three Branches — Land Acquisition, Design Services, and Project Management. The accountabilities, accomplishments, and initiatives of each Branch in 1983-84 follow.

Land Acquisition Branch

The Land Acquisition Branch is the central agency responsible for the appraisal and acquisition of real property for all departments and most Government agencies. The Branch is also responsible for the disposal of surplus improvements and land. Sub-offices are located in Brandon and Dauphin to process Western Manitoba requirements.

In 1983-84, 564 property purchase agreements were negotiated. These agreements involved the purchase of some 821 hectares for $2,082,200. Since its creation in July, 1965, the Branch has negotiated some 20,800 property purchase agreements involving 115,502 hectares of land, and paid out approximately $75,055,220. for land acquisition excluding expropriations.

During the year, major projects involving property acquisition included: the twinning of P.T.H. #75 between St. Adolphe and St. Agathe; the Winnipeg Core Initiative projects; and the new Air Canada Building and "window" on Portage Avenue. In the latter part of 1983, preliminary expropriation procedures were undertaken regarding the proposed redevelopment of the area between Edmonton and Colony Streets, and Portage and Ellice Avenues in downtown Winnipeg. This project involves 44 landowners and 61 tenants, with an estimated $30 million to be paid in compensation. In addition, the Branch arranged for the disposal of surplus land and related improvements including the disposal of abandoned railway right-of-way and station grounds. The Province acquired the right-of-way by agreement with the respective railway companies and the Government of Canada.

Design Services Branch

Design Services Branch is a multi-disciplinary design agency. It provides "in-house" professional and technical services as required for programming, design, construction, and occupancy of new and existing Government-owned or leased accommodation. The Branch is structured into six Sections — Architecture, Civil Engineering, Structural Engineering, Electrical Engineering, Mechanical Engineering, and Interior Design. Because project design requirements are generally multi-disciplinary, the activities of these Sections are highly interrelated and interdependent.

Branch activity is managed and directed on an assigned project basis. An exception is preliminary project cost estimating, which is provided to Departmental clients on an informal as-required basis. Most projects are carried out in conjunction with the Project Management Branch, a lesser amount with the Field Services Division, and a limited amount wholly by Design Services itself. The trend away from an exclusive relationship with the Project Management Branch, which commenced in 1982-83, was more prevelant in 1983-84. An expanded working relationship with Field Services Division is anticipated to continue, but will not replace the basic project association between Project Management and Design Services. The Branch generally carries out smaller design projects, while private consultants are traditionally commissioned to undertake the major ones. In 1983-84, Design Services was involved in 255 multi-disciplinary design projects, 74 sign projects, and 145 furniture-only related projects.

Within its activities, the Branch placed priority on: project cost estimating and recording through the introduction of computer services and related programs; the introduction of "in-house" word processing for specifications, reports, and general correspondence; the use of microfilming for the storage of records, which neared completion; and the initiation of action to improve records management and security.

Under the co-ordination of the Interior Design Section, the Provincial Art Program continued to

encourage, purchase, and expose the work of Manitoba artists and artisans. To improve the Section's service performance, artwork acquisition and inventory activities were restructured into separate functions. With the acquisition of "in-house" word processing equipment greater efficiency and quality in the maintenance of the artwork inventory occurred.

Project Management Branch

There are four Sections in the Project Management Branch: Project Management, Space Planning & Property Acquisition, Project Control, and Contract Administration. The Branch's objectives are threefold:

- to provide general management of projects from their inception to completion within time, financial, and program constraints;
- to ensure the optimum utilization of all Government-owned and leased accommodation; and
- to co-ordinate all project-related activities.

Project Management

Project Management is responsible for planning, organizing, co-ordinating, scheduling, and controlling work activities related to client projects. During 1983-84, the section managed 205 projects. Of note, fire and safety upgrading programs were generally expanded or continued at the Brandon and Selkirk Mental Health Centres, Manitoba School for Retardates, Manitoba School for the Deaf, Seven Oaks Centre for Youth, Headingley Correctional Institution, and Dauphin Court and Correctional Institution. Construction is continuing on the New Law Courts Building and is scheduled for completion early in 1985.

Space Planning & Property Acquisition

Space Planning & Property Acquisition Section is primarily responsible for the early identification of Government accommodation requirements and arranging that they be provided in an efficient and effective manner. Space planning services include: preparing space requirement programs; evaluating alternative available facilities; allocating leased and owned space for maximum utilization; conducting market searches; negotiating rental terms; and documenting the new or renewal lease agreements. The Section also maintains a space inventory of locations, layouts, and the uses and occupancies of all leased and owned accommodation under Departmental control.

During 1983-84, Property Acquisition prepared 98 submissions, 22 of which were for new space acquisitions and 76 for renewals of existing leased accommodation. Space requirement studies were conducted for 73 accommodation projects and space inventory information was updated concerning over 35,000 square metres of leased and owned space. Figure #7 provides a Departmental breakdown of this data.

Figure #7

Leased Accommodation On Behalf Of Departments

as at March 31, 1984

	Occupant Client Department	Total Lease Area (Square meters)	Estimated Total Annual Value
01	Legislation	594.84	$ 89,524.00
02	Executive Council	112.32	11,904.00
03	Agriculture	6,572.08(1)	474,321.00
04	Attorney-General	4,817.72	445,072.00
05	Consumer & Corporate Affairs	362.32	42,095.00
06	Co-operative Development	990.31	122,890.00
08	Government Services	9,604.64(2)	498,192.00
09	Community Services & Corrections	18,322.95	1,385,534.00
10	Industry, Trade and Technology	2,534.06	332,507.00
11	Labour	1,641.28	126,393.00
12	Natural Resources	19,531.52(3)	1,645,506.00
13	Municipal Affairs	1,430.52	144,057.00
14	Cultural, Heritage and Recreation	6,292.88	516,911.00
15	Highways and Transportation	57,485.45(4)	1,050,316.00
16	Education	6,889.33	642,261.00
17	Civil Service	2,674.43	314,489.00
19	Northern Affairs	524.72	38,780.00
20	Urban Affairs	403.66	59,176.00
21	Health	5,781.95	562,097.00
22	Crown Investments	435.25(5)	51,519.00
23	Energy & Mines	5,157.16	470,223.00
27	Government Agencies	254.64	10,977.00
30	Housing	1,536.32	170,732.00
31	Environment, Workplace Safety & Health	1,877.84(6)	267,594.00
33	Business Development and Tourism	1,404.84	176,469.00
34	Employment Services & Economic Security	5,792.22	571,981.00
99	Not Assigned	1,310.65	109,092.00
	TOTALS	164,335.90m²	$10,330,614.00

(1) Includes 882.55 m² of land rentals.
(2) Includes 3,455.88 m² of land rentals.
(3) Includes 631.74 m² of land rentals.
(4) Includes 45,090.20 m² of land rentals.
(5) Includes 111.48 m² of land rentals.
(6) Includes 37.16 m² of land rentals.

Project Control

Project Control is responsible for providing and maintaining a project cost and commitment system and for maintaining rental accommodation records. During 1983-84, the Section processed 1,140 Requests For Service. Figure #8 depicts acquisition/construction expenditures on behalf of departments during 1983-84 as compiled by Project Control.

Contract Administration

Contract Administration's services include tendering for construction work, preparing construction contracts, processing change orders and progress payments, preparing professional and technical service contracts, processing consultant fee payments, and attending to bonding and insurance requirements for the construction program. Figures #9 and #10 list the consultants and contractors used for acquisition/construction projects in 1983-84. Appendix "B" lists projects tendered during the fiscal year.

Figure #8

Acquisition/Construction On Behalf Of Departments

for the fiscal year ended March 31, 1984

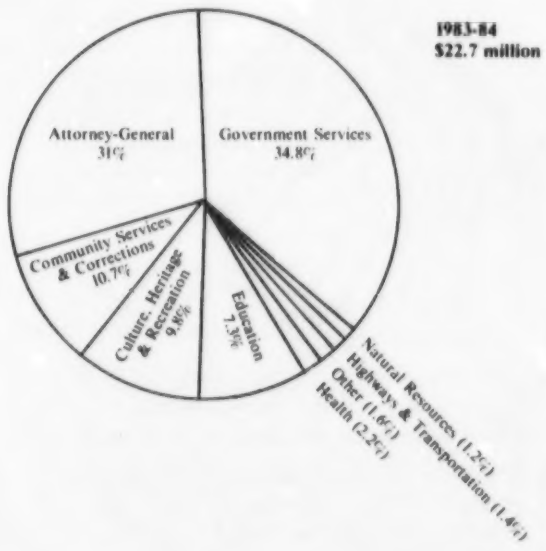


Figure #9

Fee Payments To Building Construction Consultants

for the fiscal year ended March 31, 1984

Name of Firm	Payments ($000)
Calnitsky Heshka Associates	$ 2
Cooper Rankin Architects	12
G.H. Currie & Associates Ltd.	21
A.F. Eshmade & Associates Ltd.	5
E.J. Faraci & Associates Ltd.	8
GBR Associates	174*
Gaboury Associates	68
Giovanni Geremia, Architect	26*
Marshall Haid Associates	47*
Haid Jesson Associates	3
Hilderman Witty Crosby Hanna	2
IKOY Partnership	146*
Denis M. Jesson	20*
Peter Langes & Associates, Architects	194*
Macdonald Cockburn McFeetors	3
Number Ten Architectural Group	385*
Penner & Keeler Partners Ltd.	76*
The Prairie Partnership	23*
Reid Crowther & Partners Ltd.	2
Stephens Jones Design Consultants	18
Scouten Mitchell Sigurdson & Associates Ltd.	6
E. Murray Simpson	53*
L. Plotkin	11
Pratt Snider Tomcej Architects	74*
Boyle F. Schaeffer	1
Stechesen Katz	48*
TOTAL	$1,428

*The fee payment includes a substantial amount for disbursement to sub-consultants.

Figure #10

Payments To Construction Contractors

for the fiscal year ended March 31, 1984

	Payments ($000)*
ABCO Supply & Services Ltd.	$ 330
Accurate Glass Ltd.	18
Air Flow Industries Ltd.	30
Altoba Development Ltd.	45
Arnason Industries Ltd.	120
B & D Plumbing & Heating Ltd.	29
Bird Construction Co. Ltd.	2,639
C-T-G Construction Ltd.	49
Camco-Redboine (1979) Ltd.	51
Gil Chaput Construction	16
Wm. Clark Interiors Ltd.	16
Cobbe's Plumbing & Heating Ltd.	39
Delta Electric & Heating Ltd.	93
J. Derksen Industries Ltd.	32
Dineen Construction Limited	1,057
Du Rite Caulking Co. Ltd.	65
Dytru Construction	1
Elan Development Ltd.	42
Ellwood-McRorie Ltd.	123
Fisher Enterprises	18
Fleming Pedlar Ltd.	9
Great West Heating (1969)	116
Hadath & Pele Construction Ltd.	21
Ernst Hansch Construction Ltd.	246
Hansen Construction Ltd.	3
E.C. Higgens & Sons Ltd.	26
Kelsey Construction Co. Ltd.	196
Kraft Construction Co. (1978) Ltd.	8,319
La Furlane Pre-Cast Ltd.	22
Lambert Painting and Decorating	47
Malcolm Construction Limited	781
Master Plumbing & Heating Co. Ltd.	105
McCaine Electric (1979) Ltd.	1
Milano Tile Company Limited	39
John Miller & Sons Ltd.	800
Modular Plan-Design Limited	257
Montgomery Elevator Co. Ltd.	38
Oakwood Roofing	60
PCL Construction Ltd.	66
Paragon Industries Ltd.	34
Provincial Floorcraft Ltd.	47
Randall Plumbing & Heating Ltd.	6
Roblin Millwork	40
Frank E. Simmons Ltd.	17
T.[illegible]. Construction Ltd.	714
Taubensee Construction Co. Ltd.	23
Trident Construction Ltd.	39
Triple D Industries	40
Valour Decorating Ltd.	5
Western Asbestos Ltd.	5
Westland Construction Ltd.	1,226
TOTAL	$18,161

*The list includes only contracts and payments reported by the Contract Administration Section of the Project Management Branch. Other payments, such as from short-form contracts and those relative to Construction Orders, are excluded.

Field Services Division

The Field Services Division provides construction, technical, maintenance, and operations functions pertaining to the Department's property management services. The Division consists of five Branches — Physical Plant, Administrative Services, Support Services, Construction Services, and Gimli Industrial Park. The accountabilities, accomplishments, and initiatives of each Branch in 1983-84 follow.

Physical Plant Branch

The Physical Plant Branch is responsible for operating and maintaining Government-owned and leased properties throughout Manitoba. The Branch provides this service through four District Offices located in Winnipeg, Brandon, Selkirk, and The Pas. More specifically, the Branch operates and maintains Government-occupied buildings, including offices, court facilities, community colleges, health and correctional institutions, laboratories, greenhouses, and other miscellaneous properties.

As of March 31, 1984, 584 staff, assisted by private contractors, serviced approximately 650,000 square meters of building area. In addition, the Branch provides planning, maintenance, snow removal and parking lot maintenance for Government-owned grounds, technical assistance, energy management, and consultative services for the design and renovation of new or existing buildings.

Physical Plant Branch highlights during 1983-84 included:

- increased emphasis in the development of managerial and technical skills for Building Managers to enhance their level of performance and efficiency;
- continued decentralization of operational management to increase the initiative and accountability of District and Building management levels;
- support and implementation of the Workplace Safety & Health Program, particularly in major offices and institutions; and
- continued support of the energy management program which has resulted in a net cost avoidance since its inception in 1979-80 of more than $4.9 million.

Energy Management & Technical Services

The Energy Management & Technical Services Section provides professional and technical support to District Property Managers, Zone Managers, and Building Managers involved in the Physical Plant Program. This support includes technical advice and supervision relating to energy conservation, operational techniques, system maintenance, and life safety in Government-owned and leased accommodations.

The Section continued its aggressive Energy Management Program which began in December, 1980. In 1983-84, it achieved its objective of reducing energy consumption by approximately 22%, resulting in an estimated cost-avoidance of $1.4 million. As in previous years, the Section, with the co-operation of the Manitoba Government Employees' Association and building operations staff, implemented proven and continued energy conservation measures. These measures included:

- limiting building temperature to 18-21°C during the winter season and 25-29°C during the summer;
- reducing building domestic hot water temperature to 38°C;
- reducing lighting levels and using higher intensity task lighting where required;
- reducing exhaust air, thereby minimizing energy expended in the conditioning of make-up air;
- modifying janitorial schedules to allow day cleaning, thus reducing the amount of time that lighting and ventilation are required, and improving productivity; and
- cycling parking lot plug receptacles during the cold periods of the year when they are energized.

The Section's efforts also included innovative conservation measures, such as:

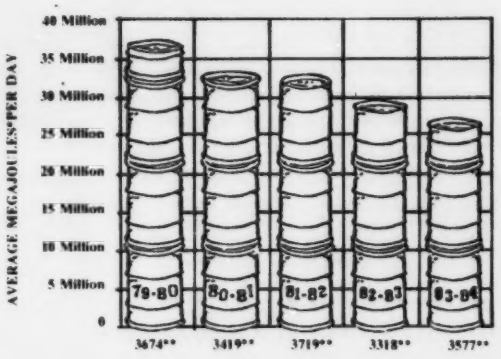
- installation of micro-electronic equipment to improve heating plant efficiency;
- installation of power factor correction capacitors to reduce electrical demand charges; and
- utilization of solid-state building automation systems which are technically very efficient and responsive in controlling the climate of buildings. The new systems maximize the comfort of building components while reducing operational costs.

Figure #11 depicts the reduction in energy consumption during the past five years.

Figure #11

Energy Consumption Chart

for the fiscal year ended March 31, 1984
(with comparative figures for the previous four fiscal years)



***MEGAJOULE**
— a unit of energy encompassing all forms of energy consumed, including gas, oil and electricity.

****HEATING DEGREE DAY**
— a unit used to represent one degree of difference between a predetermined inside temperature and the average outdoor temperature for one day.

Administrative Services Branch

Administrative Services is a new branch established under the Field Services Division to continue the supportive tasks of the Administrative Co-ordination Section (described under the Support Services Branch in the previous Departmental Annual Report). The new Branch provides administrative support, including secretarial and clerical services to management and headquarter-based programs. It also co-ordinates the Division's budgeting, the Estimates process, financial reporting, personnel administration, financial systems, and policy activities for field operations. The Branch is also responsible for maintaining the Automated Services Centre located at 1700 Portage Avenue. A computer system is currently being used by two other Departmental Branches — Personnel and Project Management. The Field Services Division utilizes a major portion of this resource for the Property Management Accounting System.

During 1983-84, a major effort was undertaken in software development and testing. It is anticipated that during 1984-85 most programs within the Field Services Division will be monitoring their own financial data with the aid of automated systems.

Support Services Branch

The Support Services Branch provides centralized support services to all Field Services branches. The Branch consists of four Sections — Leased Accommodation, Security & Parking Services, Employee Housing, and Contract Services.

Leased Accommodation

The Leased Accommodation Section was established by the Support Services Branch of the Field Services Division in October 1983. Concurrently, responsibility for managing lease contracts was transferred from Space Planning and Property Acquisition to the new Section. Leased Accommodation administers over 350 leasehold properties throughout Manitoba, totalling approximately 180,000 square meters of space, including land, offices, warehouses, and hangar facilities. The Section has established a management accounting and filing system as well as new procedures for processing client department service requests. This was done in conjunction with other branches of the Field Services Division.

Security & Parking Services

Security & Parking Services provides security and protection for all major Government properties in Manitoba, together with assignment and enforcement for all major parking facilities. A Cabinet Directive in 1982, authorized the Department to replace private security arrangements with Government-hired security personnel. In this regard the Section completed its program for replacement during 1983-84. The new arrangement has been well received and client departments have expressed satisfaction with the higher standard of service. The demand for available parking facilities in the Legislative Core area remained high especially with the construction of the new Provincial Law Courts Building. The Section continued to issue Parking Offense Notices and to collect the related fines; those involving pleas of not guilty were referred to Court.

Security & Parking Services operates a Tour Guide Program in the Legislative Building using student tour guides from May to September. Security personnel provide this service for the balance of the year. The service is available in both official languages and is listed in all travel brochures circulated by the Department of Business Development & Tourism. In 1983-84, 106,575 visitors were escorted through the Building representing a slight decrease from 1982-83.

Employee Housing

The Employee Housing Program manages and maintains Government employee housing throughout Manitoba. The Program operated and maintained 127 housing units, four of which were disposed of and four new units were added to accommodate client department needs. In addition to the provision of preventive and minor maintenance, major upgrading of sewage and water systems was carried out at a number of locations to satisfy health requirements and to maintain accommodation standards. Other major upgrading and retrofitting included: reroofing; interior renovations; and exterior cladding involving 10 units.

Contract Services

The Contract Services Section is primarily responsible for providing and obtaining services from the private sector in areas where the Department is unable to supply them. The Section's services include: preparing contract documentation and specifications; public tendering; analysis and implementation; and regularly reviewing all maintenance service contracts. Services provided by private contractors to Government-owned and leased buildings include: janitorial duty; elevator maintenance; refuse removal; pest control; window cleaning; maintenance of air refrigeration equipment; operation of cafeterias; and the maintenance of fire alarm systems and extinguishers.

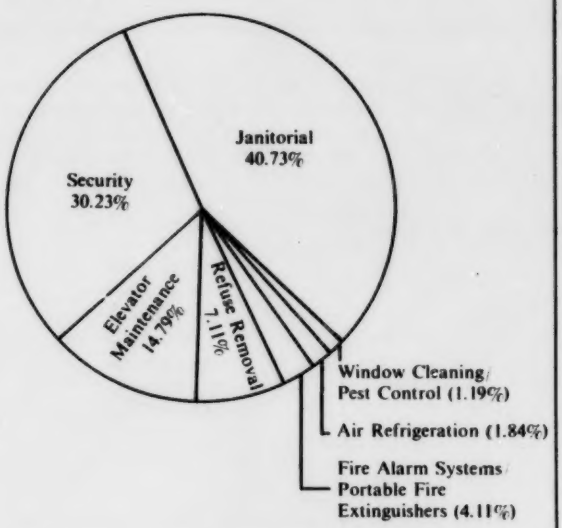
In 1983-84, there was a considerable reduction of contract expenditures due to the replacement of janitorial contracted arrangements with Departmental staff in the major Government-owned buildings in Winnipeg and Brandon. A total of 43 tenders were called and contracts awarded during the fiscal year. Appendix "C" lists all the service contracts awarded.

In 1983-84, the total expenditure for contract services was $1,379,320. This figure includes $257,292. for janitorial services at 62 leased locations. A breakdown of expenditures by type of contract is shown in Figure #12.

Figure #12

Service Contract Expenditures

for the fiscal year ended March 31, 1984*



*Total Contract Costs for 1983-84 — $1,379,320. includes janitorial service costs to leased locations of $257,292.

Construction Services

The Construction Services Branch provides construction, maintenance, renovation, millwork, electrical work, painting, and furniture repair for Government-owned and leased accommodations, as well as employee housing. The Branch acts as general contractor in renovation, maintenance, and alteration work at locations where general contractors are not available, where the scope of the work cannot be accurately detailed, or where it is of an emergency nature. In 1983-84 Construction Services became decreasingly involved in major projects. A greater percentage of its work was for maintenance related projects or for miscellaneous projects or services requested from other departments or agencies on a cost recovery basis. Where possible, sub-trade work was contracted to local contractors and local labour was employed. In 1983-84 approximately 26% of the Branch's work was contracted out to sub-trades.

Gimli Industrial Park

Responsibility for the 616 hectare Gimli Industrial Park was assumed by the Manitoba Government in September, 1971 and assigned to the Department of Government Services in 1975. The Department is currently responsible for maintaining and operating this multi-purpose facility, including 72 buildings, 194 housing units in adjoining Aspen Park, a 2,072 meter serviceable runway, Canadian National Railways Training School, recreation centre, automobile racetrack, wells, water treatment plant, watermains, sewage treatment plant, two heating plants, and an underground steam distribution system. As of March 31, 1984, 53% of the housing units were occupied.

The Gimli Industrial Park Authority, comprised of the Executive Director of Field Services, the Park Manager, and a representative of the Department of Business Development & Tourism, advises the Minister on various aspects of the Park's operation. An Advisory Committee, made up of local business people, advise the Manager on matters affecting the local community. A list of Park tenants as of March 31, 1984, is contained in Appendix "D".

Appendices

Appendix "A" — Land Value Appraisal Commission Annual Report

Appendix "B" — Projects Tendered

Appendix "C" — Service Contracts Tendered

Appendix "D" — Gimli Industrial Park Tenants

Appendix "A"

LAND VALUE APPRAISAL COMMISSION
12th FLOOR, IMPERIAL BROADWAY TOWER
363 Broadway
Winnipeg, Manitoba R3C 3N9

June 29, 1984.

The Honourable A.R. (Pete) Adam,
Minister of Government Services,
Room 141, Legislative Building,
Winnipeg, Manitoba.
R3C 0V8

Mr. Minister:

On behalf of the Commission I am pleased to submit to you the report of the Land Value Appraisal Commission for the year ended March 31, 1984.

Public Hearings were held in the Woodsworth Building, 405 Broadway, Winnipeg, and as of July 5, 1983, in the Imperial Broadway Tower, 363 Broadway, Winnipeg. Out-of-town Public Hearings were held at a time and place requested by the owner or the acquiring authority. In addition the Commission met to inspect property, deliberate on evidence given at Public Hearings, and make decisions. The following is a summary for the period April 1, 1983, to March 31, 1984:

	Hearings & Meetings	Properties
Winnipeg	65	183
Belmont	1	1
Brandon	1	1
Gladstone	1	1
Miniota	1	1
Onanole	1	1
Russell	1	2
Sanford	1	1
Venlaw	1	1
	73	192

The Commission held Public Hearings in connection with land being acquired by the Land Acquisition Branch for the Departments of Highways & Transportation, Natural Resources, Urban Affairs, and in connection with land acquired by Manitoba Arc Authority, Water Services Board, Manitoba Housing & Renewal Corporation, and the City of Winnipeg.

There were 60 owners present at Public Hearings and 50 owners were represented by counsel. A total of 192 properties were considered and 183 certificates of compensation issued. There were six Department of Urban Affairs, four Department of Highways & Transportation, and two City of Winnipeg cases which required more than one sitting to hear all the evidence presented.

The Director of the Land Acquisition Branch is empowered to accept agreements on which settlements of less than $5,000.00 are reached with the owners. The Commission briefly reviewed these files each week to keep fully informed of all acquisitions. There were a total of 476 properties covered in this category.

It is frequently difficult to reconcile differences between the acquiring authority and the owner. The Commission has endeavoured to render fair judgements of value in these cases. Any doubt is usually resolved in favour of the property owner.

The Commission appreciates the cordial relationship which exists with Mr. deZeeuw and the staff of the Land Acquisition Branch, and the City of Winnipeg. Mr. Krutish and his staff have discharged their duties efficiently.

My colleagues, Vice-Chairperson G. Kost, Messrs. Milner, Lamoureux, Sterling, and Ateah have been conscientious and co-operative in their duties as Commission members.

All of which is respectfully submitted,

Cameron Harvey

Cameron Harvey,
Chairman.

Appendix "B"

Projects Tendered Valued At $25,000 and Over[1]

for the fiscal year ended March 31, 1984
*indicates award of contract

Winnipeg Building at 210 Osborne Street — Window Replacement	
* Sandor Construction	$ 29,189.00
Derksen Industries	31,723.00
Bird Construction	35,708.00
Westland Construction	37,446.00
Altoba Development	37,813.00
Dineen Construction	43,770.00
Border Glass	44,000.00
Thompson, Provincial Office Building — Patching and Painting	
* Lambert Painting & Decorating	47,500.00
Security Decorating	56,500.00
Carlson Decorating	95,720.00
P.T.H. No. 7, Near P.T.H. No. 101 — Construction of New Highway Traffic Inspection Building	
* Malcolm Construction	49,871.00
H.J. Funk & Sons	51,352.00
Gel-Mar Construction	51,593.00
PCL Construction	52,302.00
Thomas Design Bldrs.	52,916.00
Rockspur Developments	53,384.00
Modular Plan Design	53,607.00
Kelsey Construction	53,943.00
Westland Construction	55,680.00
Kildare Construction	56,037.00
F.W. Sawatzky	57,000.00
Central Canadian Structures	57,166.00
Excel Contractors	57,403.00
Bird Construction	57,991.00
Omega Construction	58,610.00
Ridge Construction	59,900.00
Altoba Development	67,330.00
Winnipeg, Westrow Mall, Autopsy & Dry Laboratory — Mechanical Renovations	
* CTG Construction	45,607.00
Bird Construction	48,966.00
Camco Redboine	49,770.00
Altoba Development	49,990.00
Westland Construction	50,870.00
Pay & Save Mechanical	149,140.00
Portage la Prairie, Manitoba School for Retardates — Re-roofing of Westgrove Building	
* Oakwood Roofing	59,875.00
Master Roofing	59,884.00
Flynn & Associates	60,386.00
Transcona Roofing	61,900.00
Advance Roofing	66,970.00
Aetna Roofing	69,145.00
M.J. Roofing	69,789.00
Midway Roofing	88,931.00

[1]The projects tendered in this Appendix include both long-form and short-form projects.

Headingley Correctional Institution — Renovations to Annex "A"

* Modular Plan Design	$ 28,752.00
H.J. Funk & Sons	29,706.00
Kildare Construction	31,191.00
Bird Construction	31,982.00
Malcom Construction	32,165.00
Westland Construction	32,214.00
Hadath & Pele Construction	34,283.00
Sandor Construction	35,600.00
Ellwood McRorie	40,371.00

Winnipeg, University of Manitoba, Agricultural Services Complex — Alterations to Laboratory Ventilation System

* ABCO Supply	76,975.00
Camco Redboine	78,780.00
I.V.C. Ltd.	79,255.00
Kildare Construction	82,726.00

Dauphin, Highways Complex — Addition of Washroom and Lunchroom

* McMunn & Yates	125,000.00
T.R. Construction	125,500.00
Central Canadian Structures	126,314.00
Gaiser Builders	130,712.00
Kelsey Construction	132,535.00
F.W. Sawatzky Construction	143,480.00

Headingley Correctional Institution — Alterations to Administration Building to Provide New Medical and Intake Areas

* Modular Plan Design	227,727.00
Hadath & Pele Construction	231,583.00
Westland Construction	234,559.00
Bird Construction	237,264.00
Malcom Construction	242,157.00
Kelsey Construction	242,660.00
V.K. Mason Construction	242,900.00
Dineen Construction	249,419.00
CTG Construction	249,990.00
Ellwood McRorie	252,964.00
Central Canadian Structures	263,995.00
Sandor Construction	289,500.00

Winnipeg, Manitoba Archives Building — Renovations

* Dineen Construction	1,639,600.00
Bird Construction	1,673,591.00
John Miller & Sons	1,688,945.00
PCL Construction	1,692,029.00
Westland Construction	1,695,857.00
Central Canadian Structures	1,706,840.00
Kelsey Construction	1,710,415.00
Peter Leitch Construction	1,711,836.00
Kraft Construction	1,729,000.00
V.K. Mason Construction	1,757,000.00
Malcom Construction	1,759,000.00
A.K. Penner & Sons	1,761,071.00
Hadath & Pele Construction	1,762,400.00
Gateway Construction	1,808,684.00

Winnipeg, Manitoba School for the Deaf — Construction of New Gymnasium	
* John Miller & Sons	$1,121,320.00
Kelsey Construction	1,123,875.00
Hadath & Pele Construction	1,128,544.00
F.W. Sawatzky	1,147,086.00
Pace Greentree	1,149,242.00
Gateway Construction	1,149,840.00
Kraft Construction	1,151,530.00
Malcom Construction	1,182,000.00
Westland Construction	1,186,000.00
Central Canadian Structures	1,195,607.00
A.K. Penner & Sons	1,197,121.00
V.K. Mason Construction	1,198,000.00
Bockstael Construction	1,213,630.00
Portage la Prairie, Westgrove Building — Renovations	
* Ellwood McRorie	26,850.00
John Miller & Sons	28,954.00
Altoba Dev.	30,000.00
CTG Construction	31,653.00
Westland Construction	31,672.00
Sandor Construction	31,948.00
Winnipeg, Provincial Power House — Alterations	
* ABCO Supply	255,000.00
Kummen Shipman	257,490.00
CTG Construction	257,705.00
Westland Construction	260,693.00
Kraft Construction	267,265.00
McCaine Electric	273,900.00
Winnipeg, Robert Fletcher Building — Renovations	
* Westland Construction	1,769,373.00
Kraft Construction	1,834,000.00
Bird Construction	1,853,132.00
Kelsey Construction	1,903,925.00
Winfield Development	1,943,630.00
Hadath & Pele Construction	1,966,821.00
Kornouski & Keller	2,015,000.00
Wallace & Akins	2,064,800.00
Dineen Construction	2,086,666.00
Wm. Dyck & Sons	2,183,000.00
Gimli, Aspen Park Housing — Conversion to Natural Gas	
* Great West Heating	107,378.00
Barkman Plbg.	127,470.00
Helds Htg.	130,540.00
Furnasman Htg.	133,461.00
Independent Htg.	136,908.00
Active Mechanical	138,419.00
Con Pro Heating	141,394.00
Evans Htg.	145,850.00
Sokes Htg.	146,376.00
Phillips Plbg. & Htg.	152,400.00
Interlake Htg. & Vent.	153,490.00
AVC Ltd.	155,000.00
Wpg. Supply	155,043.00
Gimli Plbg. & Htg.	174,196.00
ABCO Supply	198,800.00

Winnipeg, Red River Community College — Setting up of Heat Reclaim System	
* Master Plumbing	$ 133,406.00
Randall Plumbing	134,740.00
Able Mechanical	145,523.00
Winnipeg, Red River Community College — Watermain Replacement	
* Cambrian Excavators	45,693.00
B.A. Construction	49,310.00
Tundra Exc.	50,862.00
Beaver Construction	51,212.00
Taillieu Construction	58,600.00
Borland Construction	59,000.00
Red River Construction	66,450.00
Nairn Construction	67,869.00
Dominion Construction	83,950.00
Winnipeg, 270 Osborne Street — Carpet Replacement	
* Provincial Floorcraft	47,295.00
Western Asbestos	50,680.00
Portage la Prairie, Correctional Centre for Women — Power House Renovations	
* Ellwood McRorie	91,505.00
Bird Construction	105,257.00
V.K. Mason Construction	130,656.00
Portage la Prairie, Manitoba School for Retardates — Alterations to Group Residences	
* Bird Construction	934,237.00
Hadath & Pele Construction	955,500.00
Malcom Construction	974,939.00
Wm. Dyck & Sons	982,599.00
V.K. Mason Construction	983,893.00
Sandor Construction	994,415.00
Gateway Construction	1,003,581.00
Kraft Construction	1,010,000.00
Ellwood McRorie	1,012,962.00
Dineen Construction	1,017,200.00
Winnipeg, Red River Community College — Construction of New Automotive Diesel Shop	
* Bird Construction	4,799,078.00
Gateway Construction	4,814,499.00
Central Canadian Structures	4,818,868.00
PCL Construction	4,823,926.00
Malcom Construction	4,930,612.00
W.W. Construction	4,985,459.00
Newklas Construction	4,989,156.00
V.K. Mason Construction	4,990,000.00
Dineen Construction	4,997,200.00
Kraft Construction	5,018,000.00
Ernst Hansch Construction	5,046,268.00
Pace Greentree	5,056,558.00
Trident Construction	5,085,600.00

Portage la Prairie, Agassiz Youth Centre — Electrical Upgrading	
* Delta Electric	$130,992.00
O.G. McEwen	146,065.00
McCaine Electric	147,105.00
Robin Electric	149,641.00
Ellwood McRorie	152,603.00
Ernst Hansch Construction	174,852.00
The Pas, Highways Garage — Roof Replacement	
* Midway Sales	58,876.00
Flynn & Assoc.	65,750.00
Winnipeg, Red River Community College — Mechanical Renovations to Building "J"	
* Camco Redboine	33,995.00
Basar	36,358.00
Rapid Flow Ind.	36,600.00
Randall Plbg. & Htg.	38,276.00
Tower Ind.	39,460.00
Winnipeg, Red River Community College — Overhaul of Chiller #1	
* Trane Service Agency	28,416.00
Fleming Pedlar	31,728.00
Tower Ind.	32,720.00
Winnipeg, Red River Community College — Overhaul of Chiller #2	
* Trane Service Agency	28,416.00
Tower Ind.	31,260.00
Portage la Prairie, Manitoba School for Retardates — Window Replacement at Laundry Building	
* Indall Wall Systems	46,134.00
Accurate Glass	55,646.00
Portage la Prairie, Manitoba School for Retardates — Replacement of Steam Cooker	
* Cobbe's Plbg. & Htg.	39,000.00
Randall Plbg. & Htg.	44,950.00
Portage la Prairie, Food Products Development Centre — Addition Constructed	
* Ernst Hansch	749,728.00
Bird Construction	774,257.00
Kelsey Construction	777,838.00
Ellwood McRorie	785,306.00
Pace Greentree	791,328.00
Lahr Construction	795,000.00
PCL Construction	799,833.00
W.W. Construction	875,961.00
Dineen Construction	883,211.00
Gateway Construction	897,250.00
Crocus Development	922,480.00
Dauphin, Highways Complex — Modification to Paint Spray Booth	
* Krahn Bros.	25,995.00
I.V.C. Ltd.	32,860.00

Winnipeg, Central Powerhouse — Addition to Chiller

* PCL Construction	$806,764.00
F.W. Sawatzky	826,870.00
V.K. Mason Construction	833,500.00
Kraft Construction	834,000.00
Kingsgrove Construction	849,320.00
Gateway Construction	849,343.00
Peter Leitch	854,000.00
Westland Construction	857,870.00
Malcom Construction	862,987.00
Sandor Construction	870,000.00
Dineen Construction	878,600.00
Kelsey Construction	879,920.00

Winnipeg, Building at 1360 St. Matthews — Alterations to Old Firehall to Provide New Fire College

* Hadath & Pele Construction	95,486.00
Bird Construction	98,380.00
Altoba Development	98,600.00
Westland Construction	98,870.00
Sandor Construction	100,319.00
Gateway Construction	101,426.00
F.W. Sawatzky	101,651.00
Kraft Construction	108,670.00

Portage la Prairie, Food Products Development Centre — Supply and Installation of New Walk-in Cooler

* Frost Fire Refrigeration	26,000.00
Omega Environmental Systems	29,990.00
Rodway Refrigeration	30,364.00
Lowe Refrigeration	31,978.00
Total Refrigeration	32,163.00
Fleming Pedlar	32,858.00
Skene Refrigeration	36,464.00
Camco Redboine	38,875.00

Winnipeg, Fort Osborne Complex — Demolition of Buildings #Four, Nine and Ten

* Paragon Ind.	52,340.00
Cambrian Excavators	66,700.00
Rakowski Cartage	76,564.00
Wm. Klassen	79,700.00
Londeros Wrecking	107,800.00

The Pas, Keewatin Community College — Addition to Welding Shop

* Kelsey Construction	149,600.00
Westland Construction	159,674.00
Gaiser Bldrs.	185,000.00
Kraft Construction	196,000.00
Altoba Development	219,477.00

Winnipeg, Building at 189 Evanson — Mechanical Work on Fifth Floor

* I.V.C. Ltd.	48,378.00
Camco Redboine	48,670.00
Air Flow Ind.	53,224.00

Brandon Mental Health Centre — Upgrading of Security Room

* Gaiser Bldrs.	$43,550.00
E.C. Higgens	44,053.00
Ben Wiebe Construction	49,975.00
Jaska Construction	59,303.00

The Pas, Egg Lake Rehabilitation Camp — Replacement of Heating System

* Turner Plbg. & Htg.	45,985.00
B & D Plbg. & Htg.	82,000.00

Appendix "C"

Service Contracts Tendered

for the fiscal year ended March 31, 1984
*denotes award of contract

Service	Location	Company or Proprietor	Contract Amount
Custodial (6-Month Contract)	Memorial Park Washroom Winnipeg	*Reliance Cleaning	$ 10,050.00
		Bee Clean	10,710.00
		AM Janitorial	10,800.00
		Oxford	11,892.00
		PML Maintenance	13,092.00
		Bravo Janitorial	13,300.02
		Major & Minor	19,747.50
Janitorial (2-Year Contract)	Bldg. #2 Fort Osborne Complex Winnipeg	*Deep Janitorial	18,600.00
		Bravo Janitorial	21,948.00
		Wpg. Clean & Tidy	22,320.00
		Bee Clean	22,320.00
		A.M. Janitorial	24,552.00
		MAG Enterprises	25,570.00
		Oxford	26,544.00
		PML Maintenance	28,680.00
		Lucy's Cleaning	29,760.00
	Bldg. #15 Fort Osborne Complex Winnipeg	*Deep Janitorial	7,196.88
		Bravo Janitorial	7,962.00
		Wpg. Clean & Tidy	10,254.00
		A.M. Janitorial	11,396.00
		Pam American	11,835.60
		Oxford	12,144.00
		Bee Clean	13,169.52
		PML Maintenance	13,272.00
		Lucy's Cleaning	15,600.00
	Bldg. #19 Fort Osborne Complex Winnipeg	*Bravo Janitorial	7,451.00
		Deep Janitorial	9,471.60
		A.M. Janitorial	11,113.92
		Oxford	13,272.00
		Wpg. Clean & Tidy	14,649.36
		PML Maintenance	14,904.00
		Bee Clean	15,154.56
	New Court Facility The Pas	*G & G Janitorial	40,800.00
		Davidson Janitorial	41,962.80
	Bldg. #21 Fort Osborne Complex Winnipeg	*Deep Janitorial	4,425.20
		Wpg. Clean & Tidy	5,174.40
		Pan American	5,174.40
		A.M. Janitorial	5,522.92
		Bee Clean	5,913.60
		MAG Enterprises	6,375.00
		Bravo Janitorial	6,431.00
		Oxford	7,632.00
		Lucy's Cleaning	7,680.00
		PML Maintenance	8,376.00
	Keewatin Community College The Pas	*Davidson's Janitorial	65,670.00
		G & G Janitorial	79,300.00
Lease Premises	1021 Cork Street Winnipeg	*Lucy's Cleaning	6,120.00
		Wpg. Clean & Tidy	7,188.00
		Jay Jay Janitorial	8,160.00
		Bee Clean	9,480.00
		Akman's Janitorial	10,680.00
Leased Premises	139 Hamelin Street Winnipeg	*Bravo Janitorial	10,046.40
		Deep Janitorial	10,500.00
		A.M. Janitorial	11,136.00
		Bee Clean	11,760.00
		PML Maintenance	11,880.00
		MAG Enterprises	12,837.00
		Jay Jay Janitorial	13,104.00
		Wpg. Clean & Tidy	18,480.00
		Pritchard Bldg. Services	24,456.00
		New Trade Maintenance	44,000.00

	Building #3 Fort Osborne Complex Winnipeg	*Deep Janitorial	$ 8,642.88
		A.M. Janitorial	10,584.00
		Bravo Janitorial	12,000.00
		Bee Clean	12,864.00
		MAG Enterprises	13,116.00
		PML Maintenance	15,576.00
		Wpg. Clean & Tidy	15,758.40
		Pritchard Bldg. Services	25,416.00
	Selkirk Training Plant Selkirk	*Mr. Charles Feyereisen	19,200.00
		Mr. John Fisher	20,220.00
		D.B. Walker	24,400.00
		Mrs. Charon Chartrand	28,900.00
		Mrs. Hazel Freeman	69,600.00
	Whyte Avenue & Vine Street Winnipeg	*Bravo Janitorial	5,970.00
		Lucy's Cleaning	7,200.00
		PML Maintenance	9,336.00
		Wpg. Clean & Tidy	9,552.00
		Bee Clean	10,746.00
	Department of Highways Leased Premises 49 Main Street Carman	*E. Heesaker	6,240.00
		L. Legault	7,800.00
		L.J. McFadden	8,400.00
		G. Clark	9,600.00
		H & F Veenendaal	14,200.00
	Leased Premises 1400 Henderson Highway Winnipeg	*Wpg. Clean & Tidy	6,655.00
		Lucy's Cleaning	6,720.00
		Bee Clean	8,500.00
		Bravo Janitorial	9,120.00
	Leased Premises 1500 Regent Avenue Winnipeg	*Bravo Janitorial	3,900.00
		Wpg. Clean & Tidy	5,184.00
		Bee Clean	5,496.00
		Lucy's Cleaning	6,720.00
	7 Oaks Centre for Youth Winnipeg	*A.M. Janitorial	11,774.16
		Bee Clean	13,076.40
		Central Cleaning	14,400.00
		C.A.M. Janitorial	15,600.00
		PML Maintenance	16,200.00
		Bravo Janitorial	19,500.00
	Leased Premises 108 Bond Street Winnipeg	*Gordon Willson	4,680.00
		Wpg. Clean & Tidy	5,160.00
		Bravo Janitorial	5,850.00
		PML Maintenance	5,976.00
	Leased Premises 675 Archibald Street Winnipeg	*Gordon Willson	4,480.00
		Wpg. Clean & Tidy	5,160.00
		PML Maintenance	5,736.00
		Bravo Janitorial	7,152.00
	Leased Premises 1056 Thomas Avenue Winnipeg	*Bravo Janitorial	2,640.00
		G. Willson	3,000.00
		Lucy's Cleaning	3,480.00
		Wpg. Clean & Tidy	4,200.00
Refuse Removal (6-Month Contract)	Memorial Park Winnipeg	*Laidlaw	3,900.00
		Breezeway Disposal	5,472.00
		BFI Waste Systems	5,940.00
Refuse Removal (3-Year Contract)	Various Winnipeg Locations-Group A Winnipeg	*BFI Waste Systems	63,360.00
		Breezeway Disposal	67,320.00
		Laidlaw Waste Systems	85,536.00
	Various Winnipeg Locations-Group B	*Breezeway Disposal	31,680.00
		BFI Waste Systems	35,460.00
		Laidlaw Waste Systems	40,500.00
	Fort Osborne Complex & Youth Centre Winnipeg	*Breezeway Disposal	15,120.00
		BFI Waste Systems	18,900.00
		Laidlaw Waste Systems	23,976.00
Fire Alarm/Detection Systems Maintenance (5-Year Contract)	Highway Service Building Provincial Judges Court New Centre Provincial Garage W.M. Ward Lab Mental Health Centre - Selkirk Mental Health Centre - Brandon	Edwards (A Unit of General Signal)	55,295.00
		Pace Safety Systems (Western) Inc.	69,535.00

Catering (3-Year Contract)	1700 Portage Avenue Winnipeg	*Continental Caterers	N/A
		Niata Foods	N/A
		B & M Food Services	N/A
	Highway Services Building 1075 Portage Avenue Winnipeg	*Niata Foods	N/A
		Ritz Foods (1)	N/A
		Continental Caterers	N/A
	Provincial Building Portage la Prairie	*Chiponski Food Service	N/A
		Portage Catering	N/A
		Mrs. Ellis Bird	N/A
Catering	Provincial Building Dauphin	*Mrs. Sylvia Plawucki	N/A
		Oakmans Catering	N/A
		Diana's Food Service	N/A
	Provincial Building Thompson	*H. Runions	N/A
		Tojo Enterprises	N/A
		Crawley & McCracken	N/A
Walk-Off Mat Provision (2-Year Contract)	Assiniboine Community College Brandon	Quincy Carpet (2)	36.00
		Canadian Linen	41.50
		Perth's Brandon	44.25
Elevator Maintenance (5-Year Contract)	Legislative Building Winnipeg Negotiated Base Price	Otis Elevator	97,822.20
	Norquay Building Winnipeg Negotiated Base Price	Dover Elevator	186,000.00
	Woodsworth Building Winnipeg Negotiated Base Price	Dover Elevator	186,000.00
	Provincial Building Beausejour	*Otis Elevator	19,620.00
		Western Elevator Co.	19,680.00
		Winnipeg Elevator	21,000.00
	Provincial Building Dauphin	*Otis Elevator	17,580.00
		Winnipeg Elevator	35,100.00
		Western Elevator Co.	43,500.00
Air Refrigeration Maintenance (3-Year Contract)	Provincial Building Brandon	*Carrier (Canada) Ltd.	2,730.00
		Trane	6,292.00
		Johnson Controls	9,521.00
	Provincial Building Dauphin	*Carrier (Canada) Ltd.	2,144.00
		Trane	4,280.00
		Johnson Controls	5,628.00
	Assiniboine Community College Brandon	*Carrier (Canada) Ltd.	1,839.00
		Johnson Controls	4,922.00
	Provincial Building Thompson	*Carrier (Canada) Ltd.	3,878.00
		Johnson Controls	8,074.00
	Provincial Building Portage la Prairie	*Carrier (Canada) Ltd.	2,252.00
		Johnson Controls	4,254.00
		Trane	4,385.00
	Robert Fletcher Building Winnipeg	*Carrier (Canada) Ltd.	2,206.00
		Johnson Controls	3,803.00
	Central Power House Winnipeg	*Carrier (Canada) Ltd.	4,645.00
		Johnson Controls	8,191.00
	Provincial Building Swan River	*Carrier (Canada) Ltd.	1,415.00
		Johnson Controls	2,752.00
		Honeywell	3,483.00

(1) Contract originally awarded to Niata Foods in July 83 but Niata Foods terminated Contract December 1983. Contract awarded to Ritz Foods effective January 1st, 1984 for 1 year term.

(2) The figures listed under Walk-Off Mat Provision represent bi-weekly charges which were tendered.

Appendix "D"

Gimli Industrial Park Tenants

as at March 31, 1984

Tenant	Nature of Industry
A & S Sheet Metal	Sheet Metal Work
Aero Consulting	Engineering Consultants
Ross Bailey	Storage Only
CN Rail Transportation	Training school for dispatchers and engineers
Department of Consumer and Corporate Affairs	Storage only
Department of Natural Resources	Interlake Office for Natural Resources
Department of National Defence	Air Cadet summer training program
Gimli Boat Works	Production of aluminum boats
Gimli Childrens Centre	Day care centre for pre-school children
Gimli Country Club	9-hole golf course
Gimli Motors	Storage only
Gimli Motorsport Park	Motor vehicle races
Gimli Small Engines	Repair of small engines
G.B.O. Products	Workshop
Faroex Ltd.	Manufacturer of fibreglass animal enclosures
Halls Appliances	Storage only
Interlake Aviation	Aircraft sales & flying instruction
Interlake Human Resources Opportunity Centre	Human development
Interlake Recreation Centre	Operation of Recreation complex
Lake Agassiz Marine	Boat and engine repair services
Lake Wpg. Boat Works	Production of wooden & fibreglass boats
Mid Canada Para Sports Centre	Parachute Club
National Research Council	Stratospheric studies using balloons
Ontario Central Airlines	Overhaul of own aircraft and charter service to the North
The Original Wooden Works	Custom built furniture & kitchen cabinets
Skyline Maintenance & Avionics Ltd.	Aircraft sales, equipment & service
Viking Beer Bellies	Baseball and hockey club
Western Canada Aviation Co.	Airplane museum